



ADULT SERVICES LIBRARIAN I

831

Jamestown
1607

DEPARTMENT: Williamsburg Regional Library/Adult Services

NATURE OF WORK:

Under the supervision of the Adult Services Director, the Adult Services Librarian provides reference and reader's advisory services for the public, develops at least one collection area, cooperates with other departments to provide library services to the public, and promotes library services to the community.

ESSENTIAL FUNCTIONS OF JOB:

Provides the public with the information and materials from the library's collections and from other sources by researching and interpreting printing, online, and other sources; locating and recommending materials appropriate for patrons' interest and reading levels; evaluating the accuracy, currency, and usefulness of the information or materials; teaching individuals and groups how to use library resources and research methods; recommending materials to read, view, or hear; recommending topics for reports and other assignments; and preparing booklists, library guides, and displays.

Uses electronic resources including online databases, CD-ROM databases, and the Internet for collection development and reference purposes.

Troubleshoots public computers and printers.

Assists with Internet projects such as creating web pages, teaching classes or teaching patrons one-on-one.

Selects books and periodical titles for purchase from review journals and other periodicals; fills patron requests for information/reading material; and maintains the collection by supervising weeding, replacing lost materials, and ordering additional copies.

Develops and executes library programs such as tours and classes.

Assists patrons in obtaining materials not owned by the library through interlibrary loan.

Improves the quality of library services by attending staff development programs, workshops, and conferences, services on library committees; trains other staff as appropriate.

Prepares booklists, displays, and reference guides in print or on the Williamsburg Regional Library web site.

Monitors patron activities in the library, handling problems as they occur.

Supervises volunteer projects.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT OPERATED:

The job is located in both library buildings. Administers work in both an office and at a public service desk. At least 50 percent of time requires walking, light to medium lifting, bending, or other limited physical activities; operation of computers is required; other office and library equipment as required. Regular contact is made with employees and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Very good working knowledge of print and electronic reference sources, research techniques including online and other electronic reference sources and library procedures.

Extensive knowledge of adult literature.

Ability to interact and communicate with all ages in a pleasant and effective manner.

Ability to establish and maintain effective working relationships with the public and other library personnel.

Ability to communicate well both orally and in writing.

Ability to plan and organize daily work and special projects.

MINIMUM QUALIFICATIONS:

American Library Association (ALA) accredited Master of Library Science (MLS) degree required. Public library experience preferred.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

Must be able to work evenings and weekends.

Date: June 2004
lib1adultservices831_163h1_03

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Librarian I Position Number 831
Department Williamsburg Regional Library Division Adult Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- “ Communicating with vendors
- Communicating with supervisors and/or with other employees
- “ Communicating with other _____
- “ Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- “ Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- “ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately

- ⋮ Ability to mentally perform accurate two digit calculations
- ⋮ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- “ Essential function
- ⋮ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|----------------------|--|
| ⋮ Use telephone | ⋮ Manipulate computer keyboard and mouse |
| “ Use switchboard | “ Use postage machine |
| “ Use radio/console | ⋮ Use hand tools |
| ⋮ Use a calculator | “ Use power tools |
| ⋮ Use a copy machine | “ Other _____ |
| ⋮ Use a fax machine | “ Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- “ Essential to job function
- ⋮ Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (U) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation			
	5!	5-10	10-15	15-25	25-50	50%	Occasionally	Frequently	Continuously
Lift				U				U	
Push/Pull					U			U	
Hold/Carry				U			U		

Manipulation done from: ☺ ground to waist ☺ waist level ☺ waist to shoulder " above shoulder
(Check all that apply)

Not essential to job function: " Lift " Push/Pull " Hold/Carry
(Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---------------------------------|---------------------------------|---------------------------------|
| ☺ Step stool | ☺ 1 flight | " 1-2 |
| " 8' to 10' step ladder | " 2 flights | " 2-3 |
| " Extension ladder | " 3 or more flights | ☺ 3-4 |
| " Other _____ | " Other _____ | " Other _____ |
| " Not essential to job function | " Not essential to job function | " Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (U) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9%			
Stand			U					U	
Sit			U					U	
Walk	U							U	
Run									

If walking or running, over what type of terrain? ☺ flat " rough " both

Not essential to job function: " Stand " Sit ☺ Walk ☺ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

⋮ 0-5x ⋮ 5-20x ⋮ 20-50x ⋮ 50+x
 ⋮ Other _____ ⋮ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

⋮ 0-5x ⋮ 5-20x ⋮ 20-50x ⋮ 50+x
 ⋮ Other _____ ⋮ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ⋮ Peripheral vision
- ⋮ Night vision
- ⋮ Focus (distinctness or clarity)
- ⋮ Color perception (discriminate between colors)
- ⋮ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	⋮	⋮	⋮
Van	⋮	⋮	⋮
Small Truck	⋮	⋮	⋮
Medium Truck	⋮	⋮	⋮
Large Truck	⋮	⋮	⋮
Truck w/Equipment	⋮	⋮	⋮
Heavy Bus Equipment	⋮	⋮	⋮
Not essential to job function	⋮	⋮	⋮
Other (list) _____			

Date: June 2004
 lib1adultservices831_163h1_03